

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CUSTODIAL SERVICES COORDINATOR
CLASS CODE: 8004
EFFECTIVE DATE: 04/11/2006 (Revised 03/03/1998 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

JOB SUMMARY

Under general direction, coordinates the custodial care of County facilities.

CLASS CHARACTERISTICS

This is the primary custodial contract coordinator classification level.

ESSENTIAL FUNCTIONS

- Monitors and coordinates custodial activities of assigned employees and inmate workers.
- Coordinates with cleaning contractors regarding the service given to office facilities.
- Inspects buildings on a monthly basis.
- Assists in the care and maintenance of floor surfaces.
- Performs all emergency cleanup during day hours.
- Checks all electrical, maintenance, and phone rooms for cleanliness.
- Reports maintenance and safety problems.
- Assists maintenance crew in other areas as needed.
- Transports equipment to and from job sites.
- Orders materials and supplies.
- Schedules cleaning routines.
- Assists in clean up of areas under repair.
- Unlocks rooms and prepares facilities for scheduled meetings and events including set up and take down of tables, chairs, and equipment. Inspects facilities for cleanliness and damage after events have concluded.
- Directs the use of County-supplied cleaning items and equipment.
- Cleans up body fluid and bio-hazard spills.
- Responds to emergency situations on an on-call basis when assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in reading, writing, and math; Knowledge of custodial principles, practices, and safety procedures; Knowledge of body fluid and bio-hazard cleanup procedures; Ability to schedule custodial routines and order materials and equipment; and Skill in decision making.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment that require a high degree of dexterity; and Regularly drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is performed in environmentally controlled rooms and in partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, and dusts; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work exposes incumbent to hazards in the cleanup of body fluids and other biological hazards; Work requires the use of protective devices such as masks, goggles, or gloves; and Work may expose incumbent to potentially hostile environments.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and three (3) years work experience providing lead custodial support in an industrial or public sector setting. Selected applicants may be subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.